

**GROW SOUTHWEST INDIANA  
WORKFORCE BOARD, Inc.  
d/b/a  
Southwest Indiana WIRED**

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**REQUEST for PROPOSALS WIRED  
Adult Workforce Preparation Initiative**

**Adult Education and  
Workforce Skills Services**

*Release RFP*  
February 2, 2009

*Proposal Submission Deadline*  
March 6, 2009

*Bidder Interviews*  
March 13, 2009

*Selection of Provider*  
March 18, 2009

*Contract Effective Date*  
April 1, 2009 (planned)

Grow Southwest Indiana Workforce Board, Inc. d/b/a Southwest Indiana WIRED  
318 Main Street, Suite 504  
Evansville, Indiana 47708  
Tel. 812-492-4303

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## **SUMMARY**

Southwest Indiana WIRED (The WIRED Team), a division of the Grow Southwest Indiana Workforce Board, Inc. is seeking proposals for an Adult Workforce Preparation Initiative to address the long term workforce needs of southwest Indiana.

The Southwest Indiana WIRED Team is engaged in a multifaceted project to increase the education and training level of existing and emerging workers, while also accelerating job creation in high growth, high skill, high wage business clusters. The Southwest Indiana region is primarily rural and includes Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties. With the assistance of a \$5 million grant from the U.S. Department of Labor's Workforce Innovation in Regional Economic Development (WIRED) initiative, Southwest Indiana WIRED plans to help revitalize the region's economy and empower workers to compete for jobs in today's global economy.

The Southwest Indiana Regional Adult Workforce Preparation Initiative will be a broad regional partnership designed to engage the business, education, civic, and labor communities to focus upon the education and training of adults at levels below the baccalaureate and those adults who most assuredly would be left behind and under-prepared for work in the emerging economic environment.

While maintaining a better trained and more knowledgeable workforce elevates the region's ability to stay competitive in today's global economy, the goal is not just economic vitality. Higher levels of education improve lives. Studies have shown that higher levels of education lead to better employment opportunities, higher wages, better health, and lower incidences of crime and incarceration.

Therefore, through this Request for Proposals (RFP), the WIRED Team seeks innovative responses for an Adult Workforce Preparation Initiative. The successful bidder will enter into negotiations for an Adult Workforce Preparation Initiative contract with the WIRED Team for no more than \$147,741.

### **Funding**

The funding for these services will primarily come from H-1B fees as authorized under Sec. 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV). Bidders should have a thorough understanding of the rules and regulations related to H-1B fees as authorized under Sec. 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV). Please go to [www.usdol.gov](http://www.usdol.gov) for additional reference as needed.

Southwest Indiana WIRED has secured funding from Indiana Department of Workforce Development for one year and does not intend to secure other funding to continue this project. Therefore, the Bidders shall demonstrate how the project will be sustained after the initial year of funding. Bidders should clearly indicate the amounts of funds that will be utilized for staffing and for other Adult Workforce Preparation Initiative services.

**Contract Negotiations**

Successful respondents to this RFP will be expected to participate in contract negotiations to establish the exact services to be provided and the payment terms for those services. Costs and services will be negotiated based on information contained in this RFP and in the proposal(s) selected for contract negotiations. Contract for services shall not exceed \$147,741.

**Disclosure**

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the WIRED Team are subject to public release upon request, except those items specifically exempt from disclosure. All such proprietary or confidential material should be so marked.

**Subcontracts**

Bidders may subcontract for all or part of the services to be provided, but the intentions to subcontract must clearly be stated in the response to this RFP and approved by the WIRED Team.

**Proposal Format**

Proposals must be prepared and sequenced in accordance with the instructions outlined in Part IV of this Request for Proposal. All referenced attachments are included in this packet.

**Part I. Background**

In Indiana, the nine southwestern counties are called the Economic Growth Region 11. This area includes Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties. This region was created when Indiana updated regional boundaries in 2005 to reflect current population data, economic activity, commuting patterns and natural connections between counties. The region's population is about 410,000, with just over 117,000 residing in the City of Evansville. The county of Vanderburgh in which Evansville is located makes up some 40% of the total population for the region. The other eight counties are more rural in nature and include farming communities.

Overall, the labor force for the region totals about 210,000. As with other regions across the United States unemployment has grown considerably during the last few months of 2008 and into 2009, making it even more important for adult workers to have the basic skills that will enhance their employment prospects. The respondent to this proposal should seek to provide education and training to prepare the highly skilled workers needed in emerging high-growth industries within the region and to actively seek to expose and recruit workers to follow career paths to these high-paying jobs.

The Adult Workforce Preparation Initiative shall assist in this goal by creating a culture of learning in southwest Indiana through partnerships with local business, universities and other civic organizations. The proposal shall identify any existing partnerships and ways in which the respondent intends to expand upon these partnerships.

The successful respondent to the RFP for the Adult Workforce Preparation Initiative will demonstrate the skills and abilities to:

- 1.) Establish strong working relationships with business owners and key decision makers, labor union leaders, civic organizations and education officials;
- 2.) Create a culture of learning in southwest Indiana that improves the education level of adults and enhances their career opportunities and quality of life.
- 3.) Develop a program that is a replicable, systematic method of assessing, advising and training adult learners.
- 4.) Provide for an advocate to the adult learner that assists them in determining the appropriate steps and timeline necessary for the adult learner to achieve the goals that they have identified.
- 5.) Provide for certificate programs to allow the adult learner to demonstrate their proficiencies as they may travel from one employer to another.
- 6.) Work with post-secondary educational institutions to provide the pathway for those so inclined to access a degree program.
- 7.) Keep current with today's technological advances so that distance learning may become available to the adult learner.
- 8.) Work with the labor community and all other appropriate parties to ensure that the pipeline is open to those who may need it;
- 9.) Maintain a highly accurate database that reflects the depth, breadth, and impact of the initiative;
- 10.) Provide for reporting of client services through the TrackOne System to the WIRED Team and Regional Workforce Board
- 11.) Keep all partners informed and engaged.

The purpose of this request is to procure qualified organization(s), individual(s), and/or management team(s) to work in partnership with the WIRED Team and to initiate and manage the Adult Workforce Preparation Initiative.

## **Part II. Procurement Timeline**

RFP Release	February 2, 2009 9:00am CST
Proposal Submission	March 6, 2009 at 4PM CST
Bidder Interviews	March 13, 2009
Proposal Selection (Planned)	March 18, 2009
Contract Start (Planned)	April 15, 2009

Questions related to the RFP may be e-mailed regarding the RFP or proposal process to the WIRED Team Contact Person. No phone calls will be accepted.

Answers to questions will be posted on an ongoing basis, within three (3) business days after receipt of the question, to the WIRED Team's website located at <http://southwestindianawired.com>. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information. All

answers issued in response to Bidder questions become part of the RFP and the RFP process.

**Contact: Southwest Indiana WIRED**  
c/o a Workforce Preparation Initiative  
318 Main Street, Suite 504  
Evansville, IN 47708  
[employee@southwestindianawired.com](mailto:employee@southwestindianawired.com)

**Note: Dates are subject to change. Organizations identified on the list of potential Bidders will be notified in writing or via the WIRED Team's website of any changes in the procurement schedule.**

Other than as specified above, all members of the Southwest Indiana WIRED Team, Grow Southwest Indiana Workforce Board, WIRED Team staff, Board staff, authorized representatives, or agents of the WIRED Team or Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.

**Potential Bidders are prohibited from making any contact related to this RFP with WIRED staff or the WIRED Directors, Board staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.**

The Southwest Indiana WIRED Team reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of Southwest Indiana WIRED official files without further obligation. Southwest Indiana WIRED will not pay for the development or preparation of proposals.

### **Part III. Eligibility and Contract Information**

#### **1. Eligible Applicants**

Proposing entities may be a single provider or a collaboration of organizations. However, in the event of a collaborative effort, the proposal *must clearly* identify the lead organization. All in all these collaborations will have to be firmly established by means of a formal teaming agreement or sub-contract, whether developed as an umbrella agreement with a variety of agencies, or independently with a particular organization. The agreement must contain, at a minimum, the following information:

- A description of which services will be provided by each organization
- A description of procedures for managing the collaboration
- Duration of the agreement and procedures for amending the agreement
- Other provisions as agreed upon by the parties
- Written acknowledgment by all entities that they are in agreement to the provisions

Eligible Bidders may fall within any of the following categories:

- Private For-Profit Businesses
- Public Agencies
- Community Based Organizations
- Private Non-Profit Businesses
- Faith Based Organizations
- Individual
- Management Team
- Clearly Defined Collaboration

Organizations and individuals are eligible to respond if they have adequate experience and the capability to provide the requested services outlined in this RFP. Bidders must also have a proven record of past performance in providing the requested or similar services and not be debarred and/or suspended from conducting business with Federal or State funded agencies. Under no circumstances will a contract be awarded to any Bidder(s) that is/are on sanctions, during the award phase of the procurement process. This includes any single organization that may be a part of a collaborative response.

#### **2. Contract Information**

The funding for these services will primarily come from H-1B fees as authorized under Sec. 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV). The actual amount of contract award will be based on a negotiated Cost Proposal and available funds and will ensure optimum utilization of funding.

#### **3. Period of Performance**

The period of performance will be for one year from the date of execution of the contract documents. However, at any time, at its sole discretion, the WIRED Team may also elect to modify, terminate, or re-procure any or all services outlined in this RFP based on 1) availability of funds, 2) contractor performance, or 3) project needs.

## **Part IV. Proposal and Submission Information**

### **1. Availability of RFP Packets**

**Request for Proposal packets will be available beginning on and after 9AM CST February 2, 2009.** The RFP packet will be available to download online on the WIRED Team's website at <http://southwestindianawired.com/>.

### **2. Questions and Answers**

To be considered for funding, each Bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the WIRED Team will consider how well the Bidder complied with these instructions and provided the information outlined in the Proposal Narrative section of this document. Therefore, the WIRED Team encourages Bidders to contact the WIRED Team Contact by email or regular mail to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.**

### **3. Proposal Narrative Submission Information**

Responses to this RFP should be economically prepared, with emphasis on completeness and clarity of content. The proposal, as well as any reference materials presented, must be typed in English in at least 12 point font and must be written on standard 8 ½" by 11" paper with no less than one inch margins (although foldouts containing charts, spreadsheets, and oversize exhibits are permissible.)

Starting after the cover page and the table of contents, number each page at the bottom center using the format "Page x of x". The completed attachments A and B from this RFP and Budget Estimate must be included with your proposal. The cover page, table of contents and these required attachments do not count as part of the maximum 20 pages.

The Proposal should contain the RFP number, name and address of bidder, and primary contact information. Bidders are encouraged to clearly identify "Proprietary" information as such. All proposal pages must be sequentially numbered and either stapled or bound together.

All information in the proposal should be relevant to a specific requirement detailed in the RFP. Any information not meeting this guideline will be deemed extraneous and will in no way contribute to the evaluation process.

When completed, proposals are to be assembled in the following manner:

- Proposal cover page (Attachment A)
- Table of contents listing the proposal sections;
  - **Organizational Section** - outlining the RFP number, contact information for the Bidder including (1) organization name, (2) physical address, (3) primary contact name, (4) primary contact telephone number, and (5) primary contact email address, (6) length of time in business, (7) Chief Executive Officer, (8) a statement indicating the intent of the organization to provide services described in this RFP, (9) legal status of the Bidding Entity, (10) mission or purpose of the organization, (11) organization's website address



- **Bidders Background and Experience** - A two-page abstract summarizing the proposed services and Bidder's profile information including: (1) purpose of the organization; (2) management and structure of the organization, (3) summary of past experience and appropriate references and contact information
- **Plan of Service** – (1) detail plan for providing the services addressing the outlined criteria, (2) brief resumes for key personnel that will provide the services, (3) services provided by respondent versus sub-contractor, (4) services provided not specifically required in the RFP
- **Reporting Requirements** – Describe how you will utilize the TrackOne System to track delivery of services to clients and report this data to the WIRED Team
- **Budget/Cost** – Bids will be evaluated based on respondents' proposals to the RFP.
- **Non-Collusion Affidavit** (Attachment B)
- **Insurances/Bonding** in accordance with the Grant for the Provision of Employment and Training Services (WIRED Initiative) WIRED-6-11: General Liability, Workers Compensation, Employee Fidelity Bonding
- **Exhibits** – (1) Budget Narrative and Budget Estimate – (1) detail initial costs (2) detail cost of annual updates, (2) Resumes of the Key Staff to be involved

Each section and exhibit must be clearly labeled.

Submittals must include one (1) original, and three (3) copies. The original must clearly be marked “**ORIGINAL**” on the cover sheet and contain original signatures, where applicable. The original must have original signatures in (blue) ink.

No e-mail copies will be accepted. However, the bidder shall **include a digital version** of the proposal with their submission.

All responses become the property of the WIRED Team.

#### **4. Submission Dates and Times**

The closing date for receipt of proposals under this request is March 6, 2009. Proposals must be received at the address below no later than 4:00 PM CST. Proposals sent by e-mail, telegram, or facsimile (fax) will not be honored. No exceptions to the mailing and delivery requirements set forth in this request will be granted. It is the responsibility of the bidders to ensure delivery of a complete proposal by the required time and date.

Proposals are to be addressed to:

<p style="text-align: center;"><b>Southwest Indiana WIRED</b> Workforce Preparation Initiative <b>318 Main Street, Suite 504</b> <b>Evansville, IN 47708</b></p>
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**Respondents may give their shipper the WIRED phone number 812-492-4303 on their bill of lading. Any proposal not following these guidelines, or submitted after the deadline will not be accepted for consideration under this RFP.**

#### **5. Other Submission Requirements**

**Withdrawal of Proposals.** Proposals may be withdrawn by written notice, including letter, facsimile, or email received by the WIRED Contact at any time before an award is

made. Proposals may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative signs a receipt for the proposal.

**Changes, Amendments, and/or Re-Issuance of this Proposal.** Unless specifically requested by the WIRED Team, changes and/or amendments to the originally submitted proposal will not be considered. In addition, the WIRED Team reserves the right to: (1) Amend or withdraw this RFP at any time; (2) Reject any and all proposals; and (3) Re-issue this RFP.

## **Part V: Scope of Services**

### **1. Statement of Work**

As a 2<sup>nd</sup> Generation WIRED region, Southwest Indiana intends to revitalize the region's economy and empower workers to compete for jobs in today's global economy. To be effective in implementing the plan for Southwest Indiana WIRED, we recognize that the business community must be more fully engaged in the education and workforce preparedness of our students and that we must actively pursue the creation of a talent pipeline from school to career in order to retain the talent, creativity and ambitions of our young people. To provide for this engagement of business and creation and maintenance of a talent pipeline, the WIRED Team proposes an **Adult Workforce Preparation Initiative**.

**For the Statement of Work, please include the following:**

Describe the specific strategies you would implement and resources you would utilize in developing and implementing an **Adult Workforce Preparation Initiative**.

Describe the specific strategies you would implement and resources you would utilize to engage the business community within the region.

Describe the specific strategies for creating partnerships with the educational institutions within the nine-county region

Describe the strategies you would implement and resources you would utilize to engage civic and faith based organizations within the community

Describe the specific strategies you would implement for overall community awareness of the **Adult Workforce Preparation Initiative**.

Describe the specific strategies you would implement and resources you would utilize to track and *update data on a quarterly basis* to the WIRED Team. The WIRED Team utilizes the TrackOne data system for maintaining data on all participants of programs funded.

Describe what strategies you would implement and identify potential resources for ensuring the continuation of the **Adult Workforce Preparation Initiative** after the initial one year funding by WIRED

### **Wired Team's expectations of selected Provider(s)**

- Will provide timely and accurate responses to WIRED Team staff requests
- Will provide monthly progress reports to the WIRED Team
- Will have an outstanding and timely quality/integrity of data
- Will operate in an ethical and forthright manner
- Will achieve a fair rate of return on the taxpayer's investment
- Will provide assurances that products and services released under this contract do not infringe on any copyrights, brands, or trademarks
- Will not act as a spokesperson for the WIRED Team unless specifically directed
- Will work towards meeting the WIRED Team's initiatives
- Will be committed to continuous process improvement

In the response Bidder should explain how it will ensure compliance with each one of the WIRED Team's expectations.

### **2. Past Performance**

Each Bidder's past performance of at least three (3) years experience in developing partnerships with businesses, educational facilities and community leaders. Please list at least three (3) initiatives, projects, or contracts of work where these relationships were formed and an overview of the services these partnerships rendered:

- a. Project Name
- b. Parties involved
- c. Date(s) of project, period and place of performance;
- d. Brief description of the services provided.
- e. List of significant accomplishments.

### **3. Implementation Plan**

Provide a detailed implementation plan. The plan must include at a minimum, a timeline that demonstrates the successful implementation of relationships built and adult learners served.

### **4. Cost Proposal**

In addition to preparing a clear budget of costs, the Bidder must provide a concise narrative explanation to support the request. The budget narrative should discuss precisely how the costs support the implementation of the Workforce Preparation Initiative.

Bidder shall provide appropriate budget forms that clearly identify appropriate cost categories including, at a minimum, costs for staffing, travel, outreach materials, and supplies.

The WIRED Team will negotiate with the successful bidder on the primary RFP detailed scope of services required and the price for those services as part of its negotiation of the final contract with the successful bidder. The WIRED Team may choose not to proceed with the services should the final cost estimate of the successful bidder exceed the WIRED Team's funding resources.

## **Part VI. Selection Process**

It is the policy of the WIRED Team to conduct procurement in a manner that provides for full and open competition. Award will be made only to individual(s) or organization(s) possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract and that is in line with the WIRED Team's Implementation Plan.

The selection process will consist of:

- a. An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP;
- b. Only **responsive** proposals will be evaluated and scored by a proposal evaluation team. Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized instrument;
- c. Proposals will be deemed non-responsive for:
  - 1) Failure to follow the prescribed format for submitting the proposal.
- d. Review and scoring by evaluators (see Part VII below for details);
- e. Oral discussions of proposals with bidders as needed;
- f. On-site interviews and/or request for additional information with top selected bidder(s);
- g. Presentation of evaluations, scoring and recommendations of proposal review team to the WIRED Team;
- h. Discussion and appropriate action by the WIRED Team in selecting proposed contractor(s) for contract negotiations.

## **Part VII: Evaluation Process and Rating Criteria**

There are 100 points available under this RFP.

The WIRED Team may, at its sole discretion, waive minor errors or omissions in a Technical Proposal and/or a Cost Proposal when those errors do not unreasonably obscure the meaning of the content. Further, the WIRED Team reserves the right to request clarifications from Bidders of any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal evaluation process.

The review and evaluation of proposals shall be based on the following criteria:

**A) Statement of Work – (35 points) –**

Assessment of this criterion will be based on the comprehensiveness of the services. The purpose of the Proposal Narrative is to demonstrate how the proposed services will meet the WIRED Team's objectives of creating an adult education and workforce skill enhancement program and to document Bidder's organizational experience and past performance that demonstrates effectiveness and qualifications of the Bidder to perform this project.

The Bidder must provide information for a minimum of three (3) contracts/projects for work that is similar in nature and complexity to the requested services.

If Bidder is an individual or a management team, provide the following information:

- ◆ **RESUME** -- Limited to 4 pages and inclusive of all education, training, certifications and a sequential history of professional experience beginning with the most recent. Each referenced employer should include names of immediate supervisors and current phone number.
- ◆ **PROFESSIONAL REFERENCES** – Applicant(s) must submit four (4) professional references, including complete contact information and an explanation of the context in which the reference knows the applicant(s).

**B) Implementation Plan (20 points) –**

Assessment of this criterion will be based on the plan of action for implementing the strategies and creating the relationships necessary to implement the **Adult Workforce Preparation Initiative**. It will also include an assessment of the clearly labeled timeline of key action items to gauge its viability for successful execution.

**B) Ability to create a solution that can be updated in the future – (30 points) –**

Assessment of this criterion will be based on the respondent's ability to facilitate the Adult Workforce Preparation Initiative throughout our nine-county region. This will include, but not be limited to the ability to implement an outreach program to potential recipients. On-going services will be comprised of entering, verifying and tracking each recipient throughout the life of the contract using the TrackOne data system. The respondent should provide insight into how it will address sustainability after the initial contract has expired.

**D) Budget/ Cost Proposal (15 points) –**

Assessment of this criterion will be based on the commitment level demonstrated by the Bidder to maximize funding for building relationships with the desired partners to provide services to the adult workforce of southwest Indiana and creating the talent pipeline for the high-skilled high-wage industries emerging in southwest Indiana. In addition, the Bidder needs to explain how the proposed costs are relevant to the requested services, reasonable, necessary, allowable, and allocable.

The top Bidder(s), based on proposal score, may be asked to participate in individual interviews with the WIRED Team on March 12, 2009, at the WIRED Team offices at 318 Main Street, Evansville, IN 47708. The interview will consist of a series of questions posed to the Bidder(s). The individual(s) named to perform the functions of the Project Manager/Director, or other lead position that will provide top-level local management

must be in attendance at the interview. All travel costs for attending the interview are the responsibility of the bidder.

<b><u>EVALUATION CRITERIA</u></b>	<b><u>POINTS</u></b>
1. Statement of Work	35
2. Implementation Plan	20
3. Ability to create a solution that can be updated in the future	30
4. Cost Proposal	15
<b>Total Possible Points</b>	<b>100</b>

## **Part VIII – Award Administrative Information**

### **1. Administrative Program Requirements**

All contractors will be subject to all applicable Federal and State laws (including provisions in appropriations law), regulations, and the applicable Office of Management and Budget (OMB) Circulars. The applicants selected under the RFP will be subject to the following administrative standards and provisions, which include, but are not limited to:

- a) Workforce Investment Boards – 20 Code of Federal Regulations (CFR) Part 667.220 (Administrative Costs).
- b) Non-Profit Organizations – Office of Management and Budget (OMB Circulars A-122 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- c) Educational Institutions – OMB Circulars A-21 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- d) State and Local Governments – OMB circulars A-87 (Cost Principles) and 29 CFR Part 97 (Administrative Requirements).
- e) All entities must comply with 29 CFR Parts 93 and 98, and where applicable, 29 CFR Parts 96 and 99.
- f) In accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104-65 (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Code Section 501(c) (4) that engage in lobbying activities will not be eligible for the receipt of Federal funds and grants.
- g) 29 CFR part 2, subpart D--Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- h) 29 CFR part 30--Equal Employment Opportunity in Apprenticeship and Training.
- i) 29 CFR part 31--Nondiscrimination in Federally Assisted Programs of the Department of Labor--Effectuation of Title VI of the Civil Rights Act of 1964.
- j) 29 CFR part 32--Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- k) 29 CFR part 33--Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.

- l) 29 CFR part 35--Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- m) 29 CFR part 36--Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- n) 29 CFR part 37--Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA).
- o) Regional Integration Policy, DWD Policy 2007-20
- p) Indiana Code IC **22-4.5-7**, Regional Workforce System

## **2. Inquiry/Protest Procedures**

Bidders who desire a debriefing must submit a written request within ten (10) business days of the receipt of the WIRED Team's notification of the procurement decision. In the debriefing, the bidder will obtain information on the procurement process and how their proposal or offer was reviewed and ranked.

If after the debriefing, the appealing party wishes to continue with the appeal process, they must submit to the WIRED Team, a written Notice of Appeal within ten (10) business days of the date of the appealing party's debriefing. Inquiries shall be directed:

**Southwest Indiana WIRED**  
Adult Workforce Preparation Initiative  
**318 Main Street, Suite 504**  
**Evansville, IN 47708**

The appeal must indicate the specific grounds and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within the time frame is a condition precedent. Hearings shall be conducted in accordance with the WIRED Team's procedures.

## **3. Authorized WIRED Team Contact**

The authorized WIRED Team contact person for this procurement is:

<b>Christine Prior</b> <b>Southwest Indiana WIRED</b> Adult Workforce Preparation Initiative <b>318 Main Street, Suite 504</b> <b>Evansville, IN 47708</b> <b>Phone: (812) 492-4513</b> <b>Christine.Prior@workonesw.org</b>
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Please address all questions pertaining to this RFP, in writing, to the Authorized WIRED Team Contact. Emails are preferred. The official WIRED Team response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted to the WIRED Team's website at <http://southwestindianawired.com/> within three (3) working days after the date of receipt. Bidders are encouraged to check the WIRED Team's website daily for additional questions and answers, any changes to the RFP, or any additional information regarding the RFP. Should you encounter problems accessing the WIRED Team's website, contact the WIRED Team Contact immediately for assistance.

Other than as specified above, all members of the Southwest Indiana WIRED Team, Grow Southwest Indiana Workforce Board, WIRED Team staff, Board staff, authorized representatives, or agents of the WIRED Team or Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.

**Potential Bidders are prohibited from making any contact related to this RFP with WIRED staff or the WIRED Directors, Board staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.**

The Southwest Indiana WIRED Team reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of Southwest Indiana WIRED official files without further obligation. Southwest Indiana WIRED will not pay for the development or preparation of proposals.



## **ATTACHMENTS**

**Attachment A**

**APPLICATION COVER SHEET**

Organization's Legal Name:

Contact person:

Address:

Telephone:

E-mail:

Federal ID #:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment B**

**Non-Collusion Affidavit**

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the WIRED Team or Grow Southwest Indiana Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print of Type Name

Subscribed and sworn to me this day \_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of: \_\_\_\_\_

Commission Expiration Date:  
\_\_\_\_\_

### Budget Sample

Please indicate below the expenses for each year and total for those years. The required narrative should justify the expenditures.

Item	WIRED	Partner 1	Partner 2	Total
<u>Income</u>				
WIRED				
Other Partners (identify)				
Total	_____	_____	_____	_____
<u>Expense</u>				
Compensation & Benefits				
Travel				
Relationship Building				
Office Supplies				
Equipment				
Postage				
Printing				
Phone/Communication Svc.				
Training				
Administration				
Total	_____	_____	_____	_____
Balance	_____	_____	_____	_____